

Investment Provider Import File Layout

- The extract file should be an ASCII file that is pipe “|” delimited, with no spaces between the data element and pipe at either end.
- The file will be variable length.
- File name: IP_VendorName_YYMMDD_HHMMSS.TXT
- All numeric fields should have an explicit decimal point.
- All date fields should be formatted as YYYYMMDD.
- Null fields should contain no values/spaces between delimiters.

Each Investment Provider Import File must contain a file header with the following information and layout:

Field	Max Length	Data Type	Comments
Header	6	Text	Constant value: HEADER
File Description	30	Text	Constant value: planwithease IP File
File Creation Date/Time	15	Text	Format: YYYYMMDD-HHMMSS (time is in Military format 120000 for noon, 190000 for 7:00pm)
Filler	29	Text	Spaces, reserved for future use.

The Investment Provider Import File Detail Record must contain the following information for each Participant in the plan:

Field	Max Length	Data Type	Example	Required	Comments
IP Source Name	20	Text	ING	Yes	Investment Provider supplying the fields to pwe. These will be the standard names.
IP Plan ID	20	Alpha-numeric	Varies	Yes	The identifier used by the Investment Provider to identify the Plan. The identifier will be mapped to the PWE Plan.

Employee Account #	25	Text		No	<p>Employee specific account/contract # at the IP. This is the Participant's contract or account number at the Investment Provider level. This field is recommended however, the file will not be rejected if left blank.</p> <p>Participants may have more than one account or contract with the same Investment Provider. In order to properly reflect the account values at the contract level, this field should be sent to us.</p>
Employee SSN	9	Text	123456789	Yes	The participant's social security number will be used to identify the participant.
Employee Number	9	Numeric		No	Employers are starting to identify employees by using a unique Employee Number. If available please provide.
Employee First Name	20	Text		Yes	For research purposes only. Will be used in the event of a record rejecting.
Employee Last Name	20	Text		Yes	For research purposes only. Will be used in the event of a record rejecting.
Date of Birth	8	Text	YYYYMMDD	Yes	For research purposes only. Will be used in the event of a record rejecting.
Employer Cash Value	11.2	Numeric	12345678.12	Yes	<p>The value of the Participant's account containing Employer Contributions. This value shall be equal to the Accumulation Value less any outstanding loans or surrender charges.</p> <p>For an account containing both Employee and Employer contributions for a 403(b) plan, which can not distinguish a separate value by money sources, the reported value should be combined into the more restrictive money source.</p> <p>If no value submit as 0.00</p>

EE Deferral Cash Value	11.2	Numeric	12345678.12	Yes	<p>The value of the Participant's account containing Employee Pre-Tax or Voluntary Contributions. This value shall be equal to the Accumulation Value less any outstanding loans or surrender charges.</p> <p>For an account containing both Employee and Employer contributions for a 403(b) plan, which can not distinguish a separate value by money sources, the reported value should be combined into the more restrictive money source.</p> <p>If no value submit as 0.00</p>
Rollover EE Pre-Tax Cash Value	11.2	Numeric	12345678.12	Yes	<p>The value of the Participant's account containing Rollover Employee Pre-Tax or Voluntary Monies. This value shall be equal to the Accumulation Value less any outstanding loans or surrender charges.</p> <p>This does not include Roth 403(b) rollovers that can be tracked with Roth Cash Value.</p> <p>If no value submit as 0.00</p>
Rollover EE Post-Tax Cash Value	11.2	Numeric	12345678.12	Yes	<p>The value of the Participant's account containing the Rollover Employee Post-Tax monies. This value shall be equal to the Accumulation Value less any outstanding loans or surrender charges.</p> <p>If no value submit as 0.00</p>
EE Post-Tax Cash Value	11.2	Numeric	12345678.12	Yes	<p>The value of the Participant's account containing Employee Post-Tax Contributions. This value shall be equal to the Accumulation Value less any outstanding loans or surrender charges.</p> <p>If no value submit as 0.00</p>

Roth 403b Cash Value	11.2	Numeric	12345678.12	Yes	<p>The value of the Participant's account containing Roth 403(b) Contributions. This value shall be equal to the Accumulation Value less any outstanding loans or surrender charges.</p> <p>If no value submit as 0.00</p>
Cash Value Date	8	Text	YYYYMMDD	Yes	The Date of Valuation of all Cash Value fields provided within this file.
Type of Account	3	Code	001, 007, 457	Yes	<p>001 = 403(b)(1) 007 = 403(b)(7) 457 = 457</p>
12/31/86 Cash Value - EE	11.2	Numeric	12345678.12	Yes	<p>The value of the Participant's account, containing Employee Pre-Tax or Voluntary Contributions, as of 12/31/1986.</p> <p>For an account containing both Employee and Employer contributions for a 403(b) plan, which can not distinguish a separate value by money sources, the reported value should be combined into the more restrictive money source.</p> <p>If no value is available for this money source, populate with 0.00.</p>
12/31/86 Cash Value - ER	11.2	Numeric	12345678.12	Yes	<p>The value of the Participant's account, containing Employer Contributions, as of 12/31/1986.</p> <p>For an account containing both Employee and Employer contributions for a 403(b) plan, which can not distinguish a separate value by money sources, the reported value should be combined into the more restrictive money source.</p> <p>If no value is available for this money source, populate with 0.00.</p>

12/31/88 Cash Value – EE	11.2	Numeric	12345678.12	Yes	<p>The value of the Participant's account, containing Employee Pre-Tax or Voluntary Contributions, as of 12/31/1988.</p> <p>For an account containing both Employee and Employer contributions for a 403(b) plan, which can not distinguish a separate value by money sources, the reported value should be combined into the more restrictive money source.</p> <p>If no value is available for this money source, populate with 0.00.</p>
12/31/88 Cash Value – ER	11.2	Numeric	12345678.12	Yes	<p>The value of the Participant's account, containing Employer Contributions, as of 12/31/1988.</p> <p>For an account containing both Employee and Employer contributions for a 403(b) plan, which can not distinguish a separate value by money sources, the reported value should be combined into the more restrictive money source.</p> <p>If no value is available for this money source, populate with 0.00.</p>
Contract Issue Date	8	Text	YYYYMMDD	Yes	<p>This date will be used to determine the distribution rules for any contract that is issued after 01/01/2009</p> <p>If this is a group policy, this date is the participants' individual contract effective date for their policy or the individual contract certificate issue date.</p>

Post 88 Contributions- EE	11.2	Numeric	12345678.12	Yes	<p>These are all EE contributions that have made since 1988</p> <p>Used for hardship calculations for 403(b)1 and 403(b)7</p> <p>The value will be used to determine what is subject to distribution rules. For all values the EE has to qualify in order to take a distribution.</p> <p>If no value is available for this money source, populate with 0.00.</p>
Total Paid In - EE	11.2	Numeric	12345678.12	Yes	<p>Total amount of Employee deferral or Voluntary contributions, without earnings, over the lifetime of the account.</p> <p>For an account containing both Employee and Employer contributions for a 403(b) plan, which can not distinguish a separate value by money sources, the reported value should be combined into the more restrictive money source.</p> <p>If no value is available for this money source, populate with 0.00.</p>
Total Paid In - ER	11.2	Numeric	12345678.12	Yes	<p>Total amount of Employer contributions, without earnings, over the lifetime of the account.</p> <p>For an account containing both Employee and Employer contributions for a 403(b) plan, which can not distinguish a separate value by money sources, the reported value should be combined into the more restrictive money source.</p> <p>If no value is available for this money source, populate with 0.00.</p>
IP Loan Number*	10	Text		No	Loan Number as defined by the Investment Provider.
Loan Initiation Date*	8	Text	YYYYMMDD	No	Original Date the loan was taken on this account.

Loan Status*	1	Text		No	Status of this loan as reported from the Investment Provider. (A) Active, (P) Paid or (D) Defaulted
Loan Type Indicator*	1	Text		No	This loan was either a (G) General or (R) Residential loan. One of the options must be chosen.
Original Loan Amount*	11.2	Numeric	12345678.12	No	The original amount of the loan when it was initially taken.
Remaining Loan Balance*	11.2	Numeric	12345678.12	No	The Current loan balance on the Investment Providers system.
Remaining Balance Date*	8	Text	YYYYMMDD	No	The Value Date of the current loan balance amount from above.

* All loan, hardship and distribution fields must repeat at the end of the record for every active or outstanding loan; hardship or distribution an employee has taken.

Each data file must contain a file trailer including the number of records within the file, including header and trailer.

Field	Max Length	Data Type	Comments
Trailer	7	Text	Constant value TRAILER
Record Count	8	Text	Total number of ALL records INCLUDING header and trailer records. Format 99999999, Right Justified, spaces filled with zeros.
Filler	53	Text	Spaces, reserved for future use.